

NEW HAMPSHIRE NATIONAL GUARD
TECHNICIAN PERSONNEL REGULATION
NUMBER 630-10

ALTERNATE WORK SCHEDULE

1. **PURPOSE:** This regulation establishes procedures for alternate work schedules (AWS) for federal employees of the New Hampshire National Guard. This regulation supplements NHNG TPR 610-630 and supersedes NHNG TPR 630-10 Alternative Work Schedule, dated 4 December 2001 and all changes.
2. **REFERENCES:** NGB TPR 990-2; PART 610, 5 Code of Federal Regulations (CFR); Section 6103, Title 5, United States Code (USC); and Executive Order 11582.
3. **SCOPE:** This regulation applies to all full-time federal employees and units of the New Hampshire National Guard. Appendices contain additional specific guidance for the Air (Appendix A) and Army (Appendix B) Guard.
4. **OBJECTIVES:** Meet mission requirements and customer service needs, while improving employees' work schedules and utility usage.
5. **GENERAL:** Approval authority of the AWS rests with the Adjutant General of New Hampshire. Supervisors will approve individuals to participate in AWS as long as unit operations, safety and missions are not adversely impacted. With an AWS, employees can gain more time for family, community and education. The AWS is also a useful recruitment and retention tool.
6. **DEFINITIONS:**
 - ? **Alternate Work Schedule :** A term which jointly refers to flexible and compressed work schedules. The New Hampshire National Guard offers employees a compressed work schedule. Flexible work schedules do not apply.
 - ? **Flexitour:** A flexible schedule in which an employee, having once selected starting and stopping times within the flexible time bands, continues to adhere to these times.
 - ? **Compressed Work Schedule :** The scheduling of work hours in excess of eight hours per day to meet an 80-hour biweekly basic work requirement in less than ten work days.
 - ? **Administrative Workweek:** The administrative workweek is seven consecutive calendar days beginning at 0001 hours on Sunday and ending at 2400 hours on the following Saturday.
 - ? **Administrative Pay Period:** The days and hours of an administrative pay period which make up the regularly scheduled eighty-hour pay period.

- ? **Regular Tour of Duty:** There are two regular tours of duty established for full time employees of the New Hampshire National Guard. The first is ten eight-hour days per pay period. The second is a compressed schedule with eight nine-hour days and one eight-hour day per pay period.

7. **AWS HOLIDAYS:** Per Title 5 USC and Executive Order 11582, specific regulations apply to holidays within an alternate work schedule.

a. When a holiday falls on a day that an employee is regularly scheduled to work under a compressed work schedule, the scheduled workday is the employee's holiday.

(1) If the employee is covered by a compressed work schedule, the employee's holiday will comprise the number of hours the employee is regularly scheduled to work that day.

(2) A technician who is required to work on a regularly scheduled work day that is a holiday receives holiday premium pay for working on the holiday and is not entitled to an in lieu of holiday. If the technician is covered by a compressed work schedule, the technician is entitled to holiday premium pay for the number of hours he or she is regularly scheduled to work that day.

b. When a holiday falls on a non-work day for an employee covered by a compressed work schedule and:

(1) The holiday falls on Sunday, the first regularly scheduled work day following the Sunday holiday is the employee's in lieu of holiday, i.e. holiday is Sunday, the in lieu of day is Tuesday if Monday is the regular non-work day; or Monday if Friday is the regular non-work day.

(2) The holiday is not a Sunday, the last regularly scheduled work day preceding the holiday is the employee's in lieu of holiday, i.e. if Monday is the regular non-workday and the holiday is Saturday or Monday, the in lieu of day is Friday; or if Friday is the regular non-work day and the holiday is Friday or Monday, the in lieu of day is Thursday.

FOR THE ADJUTANT GENERAL

//Signed//

DEBORAH L. CARTER
LTC, NHNG
Human Resource Officer

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**NHANG ALTERNATE WORK SCHEDULE
CALENDAR
2003**

1. The following is the CY03 Alternate Work Schedule for the NHANG. This schedule was derived, taking into consideration planned activities during the year including UTAs, SUTAs, and holidays.
2. Some pay periods have only one AWS day designated because of a major holiday occurring during that period.
3. The primary AWS is designated by a “(P)” following the date and the secondary is designated by a “(S)” following the date.
4. CY03 Alternate Work Schedule for NHANG:

PAY PERIOD	AWS DATE(S)	8 HOUR DAY
12 Jan – 25 Jan	17 Jan (S) 21 Jan (P)	24 Jan
26 Jan – 8 Feb	31 Jan (S) 3 Feb (P)	7 Feb
9 Feb – 22 Feb	14 Feb (S) 18 Feb (P)	21 Feb
23 Feb – 8 Mar	28 Feb (S) 3 Mar (P)	7 Mar
9 Mar – 22 Mar	14 Mar (S) 17 Mar (P)	21 Mar
23 Mar – 5 Apr	28 Mar (S) 31 Mar (P)	4 Apr
6 Apr – 19 Apr	11 Apr (S) 14 Apr (P)	18 Apr
20 Apr – 3 May	25 Apr (S) 28 Apr (P)	2 May
4 May – 17 May	9 May (S) 12 May (P)	16 May
18 May – 31 May	23 May (S) 27 May (P)	30 May
1 Jun – 14 Jun	2 Jun (P) 13 Jun (S)	6 Jun
15 Jun – 28 Jun	16 Jun (P) 27 Jun (S)	20 Jun
29 Jun – 12 Jul	3 Jul (S) 7 Jul (P)	11 Jul

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13 Jul – 26 Jul	18 Jul (S) 21 Jul (P)	25 Jul
27 Jul – 9 Aug	1 Aug (S) 4 Aug (P)	8 Aug
10 Aug – 23 Aug	15 Aug (S) 18 Aug (P)	22 Aug
24 Aug – 6 Sep	29 Aug (S) 2 Sep (P)	5 Sep
7 Sep – 20 Sep	8 Sep (P) 19 Sep (S)	12 Sep
21 Sep – 4 Oct	26 Sep (S) 29 Sep (P)	3 Oct
5 Oct – 18 Oct	10 Oct (S) 14 Oct (P)	17 Oct
19 Oct – 1 Nov	24 Oct (S) 27 Oct (P)	31 Oct
2 Nov – 15 Nov	10 Nov (All)	14 Nov
16 Nov – 29 Nov	28 Nov (All)	21 Nov
30 Nov – 13 Dec	1 Dec (P) 12 Dec (S)	5 Dec
14 – 27 Dec	26 Dec (All)	19 Dec
28 Dec – 10 Jan 04	2 Jan (All)	9 Jan

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NHARNG ALTERNATE WORK SCHEDULE
CALENDAR 2003**

1. The following is the CY03 Alternate Work Schedule for the NHARNG. A primary and secondary AWS has been identified per pay period. Offices involved in soldier service should have coverage on both AWS days and use the secondary AWS schedule to manage this. All other members should be on the Primary AWS schedule.
2. Members are either on the Primary or Secondary schedule. If a supervisor needs to bring someone in on his or her AWS, compensatory time is authorized. A long-term change in schedule (from primary to secondary or vice versa) is authorized to meet the needs of soldier service, but is limited to one change per year.
3. Four pay periods have only one AWS day designated because of a major holiday:
10 Nov, 28 Nov, 26 Dec 03 and 2 Jan 04. Also, note starting with 28 Nov the down day is every other Friday until 12 January 2004 when it will revert back to Mondays. Additionally, when the AWS occurs on a holiday, the holiday is the previous scheduled workday.
4. CY03 Alternate Work Schedule for NHARNG:

Pay Period	Primary AWS (Monday Schedule)	Secondary AWS (Friday Schedule)	8 Hour Day
12 Jan – 25 Jan 03	17 Jan 03 Holiday 20 Jan 03 AWS	17 Jan 03	24 Jan 03
26 Jan – 8 Feb 03	3 Feb 03	31 Jan 03	7 Feb 03
9 Feb – 22 Feb 03	14 Feb 03 Holiday 17 Feb 03 AWS	14 Feb 03	21 Feb 03
23 Feb – 8 Mar 03	3 Mar 03	28 Feb 03	7 Mar 03
9 Mar – 22 Mar 03	17 Mar 03	14 Mar 03	21 Mar 03
23 Mar – 5 Apr 03	31 Mar 03	28 Mar 03	4 Apr 03
6 Apr – 19 Apr 03	14 Apr 03	11 Apr 03	18 Apr 03
20 Apr – 3 May 03	28 Apr 03	25 Apr 03	2 May 03
4 May – 17 May 03	12 May 03	9 May 03	16 May 03

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18 May – 31 May 03	23 May 03 Holiday 26 May 03 AWS	23 May 03	30 May 03
1 Jun – 14 Jun 03	9 Jun 03	6 Jun 03	13 Jun 03
15 Jun – 28 Jun 03	23 Jun 03	20 Jun 03	27 Jun 03
29 Jun – 12 Jul 03	7 Jul 03	3 Jul 03	11 Jul 03
13 Jul – 26 Jul 03	21 Jul 03	18 Jul 03	25 Jul 03
27 Jul – 9 Aug 03	4 Aug 03	1 Aug 03	8 Aug 03
10 Aug – 23 Aug 03	18 Aug 03	15 Aug 03	22 Aug 03
24 Aug – 6 Sep 03	29 Aug 03 Holiday 1 Sep 03 AWS	29 Aug 03	5 Sep 03
7 Sep – 20 Sep 03	15 Sep 03	12 Sep 03	19 Sep 03
21 Sep – 4 Oct 03	29 Sep 03	26 Sep 03	3 Oct 03
5 Oct – 18 Oct 03	10 Oct 03 Holiday 13 Oct 03 AWS	10 Oct 03	17 Oct 03
19 Oct – 1 Nov 03	27 Oct 03	24 Oct 03	31 Oct 03
2 Nov – 15 Nov 03	10 Nov 03	10 Nov 03	14 Nov 03
16 Nov – 29 Nov 03	28 Nov 03**** Fridays are now the	28 Nov 03*** downday for 2003.	26 Nov 03 See note.
30 Nov – 13 Dec 03	12 Dec 03	12 Dec 03	5 Dec 03
14 Dec – 27 Dec 03	26 Dec 03	26 Dec 03	24 Dec 03
28 Dec – 10 Jan 04	2 Jan 04	2 Jan 04	31 Dec 03

****Starting with 28Nov 03 thru 2 Jan 04 the downday will be every other Friday. The first downday in 2004 to revert back to Mondays will be 12 Jan 04. Supervisors are reminded that they have the flexibility to authorize comp time for an individual to work on a downday and take another day off as the downday.